



# HRO HIGHLIGHTS and TRAINING NOTES



Human Resources Office

<http://amp.nrl.navy.mil/code1800/>

December 2000 – January 2001



## Important Employee Action Items

**Human Resources Service  
Center Contacts**  
(See Page 7 for details)

**TSP Open Season**  
Nov. 15, 2000 – Jan. 31, 2001

**Base Holiday Party**  
December 15

**Announcement of Awards**  
(See Page 8 for details)

**UPCOMING TRAINING DATES**  
(See Page 9 for details)

**NRL DEMO on the web at**  
<http://amp.nrl.navy.mil/hr-demo>

## Employee Relations Web Site

*Jan Walker  
Code 1850*



The Employee Relations Branch, Code 1850, is pleased to announce that we have a new web site that you can access at <http://amp.nrl.navy.mil/code1800/ERMENU.htm>. You are invited to check out the wide variety of information and guidance we have written and assembled in areas that include: absences, leave and flextime; Employee Relations advisory services; counseling referrals; disciplinary actions; dispute resolution, grievances and appeals; dealing with impaired, violent or bizarre behavior; injury compensation; unacceptable performance actions; and health/life insurance, retirement and TSP.

In the future, we plan to add information and guidance in additional areas, including conduct do's and don'ts; labor relations; performance appraisal and awards; probationary period actions; unemployment compensation; Drug-Free Workplace Program; NRL Mentoring Program; transportation subsidies; Lab-wide interpreter Services; temporary clerical contracts; Science and Engineering Apprentice Program, and more.

Periodically, The HRO Highlights will feature menu items or new information that we've placed on this site. Following are examples of information you can access in the areas of health/life insurance, retirement and TSP:

Continued...

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\*\*\*\*\*New Articles of Interest\*\*\*\*\*

### Employee Relations Web Site

Continued...

The Human Resources Service Center, NE (HRSC-NE) – *What We Do and How to Contact Us*; Thrift Savings Plan (TSP) and Federal Employees Health Benefits Program (FEHBP) Open Seasons; HRSC-NE Procedures for Processing Retirement Estimates and Applications; Retirement Date Considerations; Retirement Pay Time Frames; Requirements for Continuing Health Insurance into Retirement; Federal Employee's Group Life Insurance (FEGLI) as a Retiree; Health Benefits Premium Conversion; and links to Office of Personnel Management (OPM), FEHBP, TSP, FEGLI, and Social Security Administration web sites.

### 2001 Federal Holidays

Lynn Granados  
Code 1850

With a new year ahead of us, now is a good time to review the administration of holidays. Each holiday brings new questions regarding time off for the holiday and "in-lieu-of" holidays. The following are holidays for the year 2001:

New Year's Day, January 1  
Birthday of Martin Luther King, Jr.,  
3<sup>rd</sup> Monday in January (1/15/01)  
Washington's Birthday, 3<sup>rd</sup> Monday in  
February (2/19/01)  
Memorial Day, last Monday in May  
(5/28/01)  
Independence Day, July 4  
Labor Day, 1<sup>st</sup> Monday in September  
(9/3/01)  
Columbus Day, 2<sup>nd</sup> Monday in  
October (10/8/01)  
Veterans Day, November 11\*  
Thanksgiving Day, 4<sup>th</sup> Thursday in  
November (11/22/01)  
Christmas Day, December 25

*November 11, 2001 (the legal public holiday for Veterans Day), falls on a Sunday. For most Federal employees, Monday, November 12, will be treated as a holiday for pay and leave purposes.*

**Basic rules for all employees:** Most Federal employees work on a Monday through Friday schedule. For these employees, when a holiday falls on a Saturday the preceding Friday is observed as the employee's holiday. If a holiday falls on Sunday, the following Monday is observed. If an employee works on the "in-lieu-of" holiday (the day on which the employee observes the holiday) he/she will receive holiday premium pay for performing non-overtime work.

**Rules for full time employees with a basic workweek other than Monday through Friday:** When a holiday falls on a nonworkday, the "in-lieu-of" holiday is the workday immediately before the nonworkday. However, when the nonworkday is a Sunday, the subsequent workday is the "in-lieu-of" holiday. For example, the holiday in honor of the birthday of Martin Luther King, Jr., falls on Monday, January 15, 2001. An employee who has a work schedule of Wednesday through Sunday will observe an "in-lieu-of" holiday on the workday immediately before that Monday. Therefore, the employee will be excused from work or paid holiday premium pay, in addition to Sunday premium pay, for working on Sunday, January 14, 2001 (the "in-lieu-of" holiday).

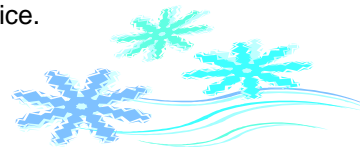
For ONR employees who are on a compressed work schedule, if the holiday falls on Friday and their scheduled day off is Friday, the "in-lieu-of" holiday will be Thursday.

**Part-time employees** – Part time employees are not entitled to an "in-lieu-of" holiday or holiday pay when a holiday falls on a non-workday and is

observed by full-time employees on that day. Holiday pay is received for the number of hours that a part-time employee is scheduled to work, under the following conditions:

- A holiday falls on the employee's regularly scheduled workday.
- A holiday falls on the employee's non-workday, but is observed by full-time employees on a day within the part-time employee's regularly scheduled workweek and he/she is prevented from working.
- A holiday falls on the employee's regularly scheduled workday, but is observed by full-time employees on another day within the part-time employee's regularly scheduled workweek.

NRL employees who have questions should consult their Administrative Office. ONR employees should consult their ONR Human Resources Office.



### HRO HIGHLIGHTS

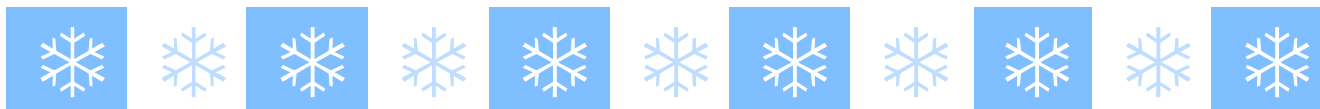
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## Employee/Member Self Service (E/MSS)

The Defense Finance and Accounting Service (DFAS) is offering a new service called Employee/Member Self Service (E/MSS). This service allows you to update certain pay information by telephone or by using a Personal Computer (PC) to access the pay system via the Internet. You can now change your own Federal tax withholding status and exemptions; start, stop or change allotments; change your correspondence address; and update your financial institution electronic fund transfer information. Further details are available at the DFAS home page at <http://www.dfas.mil>. If you don't have access to a computer, you may call the E/MSS toll free at 1-877-363-3677 or commercial 478-757-3119.

Access to E/MSS is controlled via the use of your Social Security Number (SSN) and a Personal Identification Number (PIN). Letters assigning temporary PINs to employees were issued in March. If you do not know your temporary PIN, you can fax or mail the following information to DFAS in order to establish a new temporary PIN:

- Name
- Social Security Number
- Copy of your Government ID w/photo
- Daytime phone number
- Signature

The FAX number is (216) 522-5800 or mail the information to DFAS-Cleveland/FFSA, Attention: E/MSS,

1240 East 9<sup>th</sup> Street, Cleveland, Ohio 44199. Please wait two business days before attempting to utilize the new temporary PIN (allow additional time if mailed). When accessing E/MSS the first time, you will be asked to customize your PIN, which will be validated each time you use it. After accessing the system, menus will guide you through desired transactions. After you have made your changes, the system will ask you to confirm the action and then tell you when the change will be reflected on your pay record.

Future phases of E/MSS will include other transactions, such as starting or stopping savings bonds and changing state taxes. Once fully implemented, Electronic Leave and Earnings Statements (E-LES) will allow you to view and print your LES through E/MSS. E-LES mirrors the existing hardcopy LES, and is protected by a secure protocol that protects data between the user's PC and the E/MSS server. The exact date of implementation for Navy civilians has yet to be determined. When the date is known, we will inform you. When implemented, as always, hard-copy distribution of the LES will continue; however, you will be given the opportunity to stop the hard copy if desired.

E/MSS is a voluntary service. If you prefer the old system of making pay changes, you will still be able to visit your Customer Service Representative to submit hard copy forms. At NRL, visit Code 3352.1, Bldg. 222, Rm. 228.

## The NRL Mentor Program

Dawn Brown

Code 1850



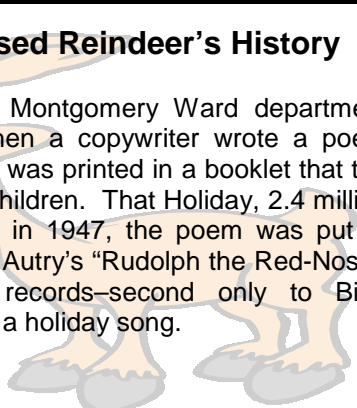
Do you need a professional coach who can help you identify, clarify, focus, and follow through on what is most important in your career? Do you need someone as a professional sounding board to guide you through the twists and turns of your career? Or, are you a newly hired employee who needs some indoctrination in NRL organizational skills and culture, tips for maneuvering through the management maze, and assistance in building a network of professional colleagues?

You can satisfy all these needs and more by applying to the NRL Mentor Program. This program was established to provide an innovative approach to professional and career training and an environment for personal and professional growth. It is open to all permanent NRL employees in all job series and at all sites, and applications for enrollment are accepted on a continuous basis. Mentorees are matched with successful, experienced colleagues with more technical, managerial or other experience, who can provide them with the knowledge and skills needed to maximize their contribution to the success of their immediate organization, to NRL, to the Navy, and to their chosen career fields.

To learn more about how you can be matched with a mentor, contact Dawn Brown on 767-2957 or email [dbrown@hro1.nrl.navy.mil](mailto:dbrown@hro1.nrl.navy.mil). You can also learn more by referring to NRL Instruction 12400.1, which established the Mentor Program, or the soon-to-be-released update (NRL Instruction 12400.1A), which reflects the change to open continuous enrollment.

## Rudolph the Red-Nosed Reindeer's History

Rudolph was created at the Montgomery Ward department store in Chicago in 1939, when a copywriter wrote a poem about a red-nosed reindeer. It was printed in a booklet that the store's Santa gave to visiting children. That Holiday, 2.4 million booklets were distributed and in 1947, the poem was put to music. Two years later, Gene Autry's "Rudolph the Red-Nosed Reindeer" sold millions of records—second only to Bing Crosby's "White Christmas" as a holiday song.



Seasons Greetings



### Dealing With Difficult People

Ralph Surette, Ph.D.  
NRL-DC C/RS



Do you have frustrating days when someone at work is driving you a little crazy.....a supervisor, colleague or customer, perhaps? It is an important aspect of success to be able to remain clear-minded and professional when you are interacting with difficult people. There are many positive techniques you can learn to improve your mental health and effectiveness when dealing with difficult or intimidating folks.

**REFOCUS.** When an angry person confronts you, say to yourself (over and over if necessary): This is not my anger. I am not going to give this person the power to intimidate me or make me angry. No matter how insulting or oppressive this person acts, you can remain calm and professional by staying alert to maintaining your composure.

**REFLECT CONCERN.** Use a comeback that communicates care and concern for the person's state of mind. Saying, "let me write this down, I really want to be sure I understand just what you are upset about so I can help you." This shows concern and puts you in the position of not having to be defensive.

**VALIDATE.** You can calm most difficult people down by saying, "let's make sure we talk this out so we can resolve our differences. I do want to be able to work with you in harmony." Instead of being a victim of the other person's anger, you have now established that you are a concerned professional actively involved in seeking a solution to the problem.

If you need help in dealing with any of these issues, you can call the NRL-DC Counseling & Referral Service at 767-6857.

### Discontinuation of Employee Benefits Forms at NRL-DC HRO

Effective September 11, 2000, the following forms were no longer available at the NRL Human Resources Office: enrollment forms, brochures and pamphlets pertaining to the Federal Employees' Health Benefits Program (FEHB), Federal Employees' Group Life Insurance Program (FGLI), Thrift Savings Plan (TSP), Civil Service Retirement System (CSRS) and, Federal Employees Retirement System (FERS). These forms are available in the NRL Forms Supply Store, Bldg. 222, Rm. 174.

At NRL-SSC, these forms are available from Facilities (Mail Room), Bldg. 1007, Rm. 37. At Monterey, these forms are available in the Administrative Office, Bldg. 702, Rm. 216. All questions relating to benefits should be directed to the Human Resources Services Center, Northeast (HRSC-NE).

apply for a credit card, or leave your mail in an unsecured mailbox or trash can. Chances are you don't give these everyday transactions a second thought, but someone else may. Each transaction requires you to share personal information: your bank and credit card account numbers; your income; your Social Security number (SSN); and your name, address and phone numbers. An identity thief co-opts some piece of your personal information and appropriates it without your knowledge to commit fraud or theft.

They may open a new credit card account, using your name, date of birth, and SSN. When they use the credit card and don't pay the bills, the delinquent account is reported on your credit report. They may call your credit card issuer and, pretending to be you, change the mailing address on your credit card account. Then, your imposter runs up charges on your account. Because your bills are being sent to the new address, you may not immediately realize there's a problem. They may establish cellular phone service or open a bank account in your name and write bad checks on that account.

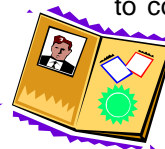
### ID Theft - When Bad Things Happen to your Good Name

Jan Walker  
Code 1850

The Federal Trade Commission is maintaining the U.S. Government's central web site <http://www.consumer.gov/-idtheft> for information on identity theft. That site contains a wealth of important information on scams geared to stealing your identity, how to minimize your risk, and what to do if you are a victim.

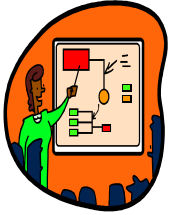
Identity thieves' stock in trade are your everyday transactions. In the course of a busy day, you may write a check at the grocery store, charge tickets to a ball game, rent a car, mail your tax returns, call home on your cell phone, order new checks,

Can you completely prevent identity theft from occurring? Probably not, especially if someone is determined to commit the crime. But you can minimize your risk by managing your personal information wisely, cautiously and with heightened sensitivity with the help of the identity theft web site.



## Basic Merit System Principles Governing the Federal Personnel System

Code 1850



The Federal Government operates on a personnel merit system. This means that whenever anyone is hired, promoted, fired, demoted, or affected by any other type of personnel action, the action in question must be based on the individual's own ability and performance. This is the way in which the Government tries to ensure that it will have the best possible employees, that they will be treated fairly, and that all employees will have the opportunity to go as far as their abilities will take them.

To ensure that the merit system is observed, nine basic merit principles governing personnel practices, or human resources management have been enacted into law (5 USC2301(b)). The basic merit principles required by this law are quoted below.

**(1)** Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a work force from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge and skills, after fair and open competition, which assures that all receive equal opportunity.

**(2)** All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or disability, and with proper regard for their privacy and constitutional rights.

**(3)** Equal pay should be provided for work of equal value, with appropriate consideration of both national and local rates paid by the employers in

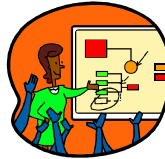
the private sector, and appropriate incentives and recognition should be provided for excellence in performance.

**(4)** All employees should maintain high standards of integrity, conduct, and concern for the public interest.

**(5)** The Federal work force should be used efficiently and effectively.

**(6)** Employees should be retained on the basis of adequacy of their performance, inadequate performance should be corrected, and employees should be separated who cannot or will not improve their performance to meet required standards.

**(7)** Employees should be provided effective education and training in cases in which such education and training would result in better organizational and individual performance.



**(8)** Employees should be –

**(a)** Protected against arbitrary action, personal favoritism, or coercion for partisan political purposes, and

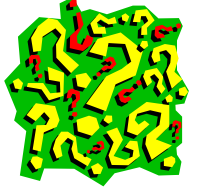
**(b)** Prohibited from using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for election.

**(9)** Employees should be protected against reprisal for the lawful disclosure of information, which the employees reasonably believe evidences –

**(a)** A violation of any law, rule, or regulation, or

**(b)** Mismanagement, a gross waste of funds, an absence of authority, or a substantial and specific danger to public health or safety.

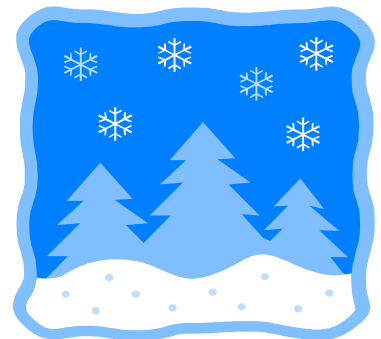
## We've Been Asked...



**Q.** A Federal Employees Retirement System (FERS) employee died and has three children. The children are 17, 19 and 21. The 19 and 21 year-old children are full time students. The 17 year-old child is entitled to a \$1000 per month Social Security survivor benefit. The 19 year-old and 21 year-old are not entitled to a Social Security benefit. How much will each child receive from the Office of Personnel Management (OPM) for a child's survivor annuity?

**A.** OPM will look at the total amount payable under the FERS children's survivor benefits, minus the total amount payable to all children eligible for Social Security benefits. They will then divide that amount by the number of eligible children. For example, the FERS monthly survivor benefit =  $\$356 \times 3 = \$1068$ . Then,  $\$1068 - \$1000 = \$68$  divided by 3 =  $\$23$  paid to each child from OPM. In summary, the 17 year-old child will receive \$23 from OPM and \$1000 from Social Security, which equals \$1023. The 19 year-old child and the 21 year-old child will receive \$23 from OPM and no Social Security benefit.

When the 17 year-old turns 18, the Social Security benefit will end. At that point, the 21 year-old will be 22 and not eligible for children's benefits. The 18 year-old and the 20 year-old, at that time, will each receive \$356 from OPM. ( $\$356 \times 2 = 712/2 = \$356$ ). This also applies to Civil Service Retirement System-Offset cases.



### Employee Relations Advisory Services for Employees and Supervisors

Jan Walker  
Code 1850

Supervisors and employees are the HRO's valued customers and are encouraged to take advantage of the following services provided by Employee Relations Offices (EROs).

Doing so doesn't commit you to anything. The decision(s) to confront an employee, co-worker or supervisor; refer an employee to a counselor or attend counseling; initiate adverse action or a grievance; or do nothing remain with you - the customer. The advice given will be just that - advice, but it will be expert advice, based on a patient and professional hearing of your problems.

ER specialists advise supervisors on exercising their legal discretion and responsibilities towards employees. These include: Developing office rules (such as how to request leave); articulating performance expectations; informing employees about observed performance and conduct deficiencies and correcting such problems; accommodating disabilities; and ensuring that employees receive fair treatment.

ER specialists also advise employees regarding their responsibilities and rights. Employees are responsible for maintaining acceptable performance and conduct. Their rights include due process associated with adverse conduct or performance-based personnel actions and use of grievance and appeal procedures.

ER specialists advise both supervisors and their employees on methods of dealing with performance or behavior problems, office conflicts, and employee complaints. They serve as "sounding boards" for



concerns and complaints and recommend constructive methods for resolving them. For instance, they can help an employee devise a strategy for communicating dissatisfactions and expectations to a supervisor or co-worker. And, where appropriate, they can work with the employee and the other party to achieve a mutually satisfactory resolution to concerns. They can suggest methods of dealing with problems arising from indifference, personality conflicts or health issues; recommend counseling services for help with stress, mental health issues and other personal problems that impact the job; and advise on requirements and flexibilities relating to leave and work schedules.

When a supervisor decides that disciplinary or other adverse action should be taken to correct employee performance, attendance or conduct deficiencies, ER specialists assist them through each step of the procedure. They advise on the legal requirements for such actions; help supervisors document problems and actions; provide guidance and support in counseling employees regarding same; facilitate alternative actions through "win-win" settlement agreements; and, facilitate employee's exercise of voluntary options and benefits to include resignation, retirement, severance pay, and unemployment compensation.

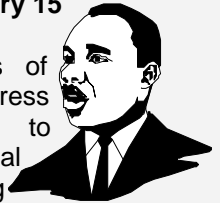
### 2001 Cost-of-Living Adjustment for Retirees and Survivors

The Office of Personnel Management (OPM) announced that Civil Service Retirement System (CSRS) retirees and survivors will get a cost-of-living adjustment of 3.5 percent. Federal Employees Retirement System (FERS) retirees and survivors will get a cost-of-living adjustment of 2.5 percent. The adjustments were effective December 1, 2000, and will be paid on the first business day in January 2001.

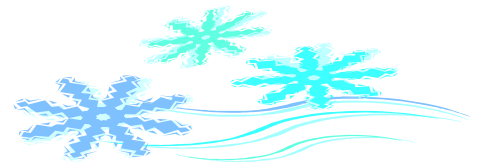
### Martin Luther King Jr.'s Birthday

January 15

After many years of debate, Congress passed legislation to create a national holiday honoring slain civil rights leader Dr. Martin Luther King, Jr. A bill to do so was first introduced only four days after his death on April 4, 1968, but it wasn't until 1983 that President Ronald Reagan proclaimed the third Monday of January a national holiday to celebrate King's birth and life.



Supporters had wanted the day to coincide with King's birthday of January 15, but opponents argued it was too soon after the December holidays and New Year's. Moving its observance to the third Monday of the month boosted its popularity because it made for a three-day weekend. The first national celebration was held on January 20, 1986.



### Consumer Alert from the Government's Identity Theft Website!

Jan Walker  
Code 1850



If you receive an email request that appears to be from your Internet Service Provider (ISP) stating that your "account information needs to be updated" or that "the credit card you signed up with is invalid or expired, and the information needs to be reentered to keep your account active," **do not respond** without checking with your ISP first. According to information received by the FTC, THIS MAY BE A SCAM.



	
<p><b>Human Resources Service Center Contacts:</b></p> <p><b>Branch hours:</b> 7:00 a.m. – 3:30 p.m.  <b>Email:</b> <a href="mailto:BENEFITS_NE@ne.hroc.navy.mil">BENEFITS_NE@ne.hroc.navy.mil</a></p> <p><b><u>Health Insurance Benefits:</u></b>  Email above address or call Duwanda Chavis on (215) 408-5619; DSN 243-5619.</p> <p><b><u>Life Insurance/TSP Benefits:</u></b>  Email above address or call Diane Barrett on (215) 408-5065; DSN 243-5065.</p> <p><b><u>Retirement Benefits:</u></b>  Email above address or call Ken Bluford on (215) 408-5069; DSN 243-5069.</p>	
	

## Social Security and Medicare Information for 2001

The Social Security Administration recently announced that the maximum amount of earnings subject to the Social Security payroll tax in 2001 will increase to \$80,400, up from \$76,200 in 2000. The amount of earnings required to earn a quarter of coverage will increase to \$830 in 2001, up from \$780 in 2000. Information concerning Social Security can be found at web site <http://www.ssa.gov>.

The Department of Health and Human Services announced that the 2001 monthly premium for Medicare Part B will be \$50.00, an increase of \$4.50. Medicare information can be found at web site <http://www.medicare.gov>.



LATEST TSP RETURN RATES			
Month	C Fund	F Fund	G Fund
Nov 99	2.00%	(0.01%)	0.51%
Dec 99	5.90%	(0.45%)	0.54%
Jan 00	(5.03%)	(0.34%)	0.56%
Feb 00	(1.93%)	1.22%	0.53%
Mar 00	9.74%	1.32%	0.55%
Apr 00	(2.98%)	(0.29%)	0.52%
May 00	(2.05%)	(0.03%)	0.54%
Jun 00	2.44%	2.07%	0.53%
Jul 00	(1.56%)	0.89%	0.53%
Aug 00	6.19%	1.46%	0.52%
Sep 00	(5.27%)	0.64%	0.49%
Oct 00	(0.40%)	0.66%	0.51%
Last 12 Months 10/1999–9/2000	6.01%	7.36%	6.51%

### Announcement of Awards

*Nominations for the following awards are due as indicated below to the NRL Human Resources Office, Code 1850, or the ONR Training Branch. Contact these offices for detailed criteria.*

#### Nathaniel Stinson Equal Employment Opportunity (EEO) Award

*Due February 1, 2001*



This award recognizes exceptional EEO programs within the DoN. Factors to be used in evaluating the nominations include: (1)

EEO program results, (2) top management, leadership and support, (3) EEO program empowerment, development and recognition; and (4) EEO program strategic planning and measurement.

#### DoD Distinguished Civilian Service Award

*Due February 1, 2001*

This is the highest honor conferred by the Secretary of Defense on DoD employees. The award recognizes employees whose achievements or government service reflect exceptional devotion to duty and extremely significant contributions of broad scope to the efficiency, economy, or other improvement in the operations of the DoD.

#### Association of Old Crows (AOC)

*Due February 15, 2001*



This award was established to recognize individuals and units that, because of their outstanding performance, have furthered the aims of the AOC support of United States or allied Electronic Warfare.

#### William A. Jump Memorial Award

*Due March 15, 2001*

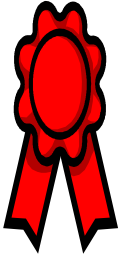
This award is presented in recognition of outstanding service in administration and notable contributions to the efficiency and quality of the public service. The nominee must be a career employee of the Federal Government who has not reached his or her 37th birthday as of December 31, 2000. Work performance of the employee over a considerable period of time (no less than five years), in either a line or staff position, must demonstrate (1) unusual competence and interest in any area of public administration; (2) leadership shown in the direction or development of programs; (3) creativity and resourcefulness; (4) close adherence to the basic principles of enlightened public service; (5) integrity; and (6) dedication to duty.



#### Commanding Officer's Award for Excellence in Secretarial Support

*Due March 1, 2001*

This award is bestowed by the NRL Commanding Officer on NRL civilian employees in recognition of significant contributions during the most recent full performance appraisal period, through the present time, while working in a secretarial position.



#### A Nursery Rhyme Explained

*Ring around the roses,  
Pocket full of posies;  
Ashes, ashes,  
We all fall down!*

This popular nursery rhyme sounds pretty though its origins are anything but. It dates back to the 14<sup>th</sup> century when the Bubonic Plague swept through Europe, killing millions. "Ring around the roses" referred to the first signs of the disease, round red rashes around the neck and body called roseola. As the disease progressed, a strong bodily stench emerged, which people tried to combat by filling their pockets with flower petals, thus the "pocket full of posies." "Ashes to ashes" signified the burning corpses. And the last line signifies falling down to die.

#### E. O. Hulburt Annual Science Award

*Due March 1, 2001*

This award was established in December 1955, on the occasion of the retirement of Dr. E. O. Hulburt, NRL's first Director of Research. The establishment of the award expresses, in part, the sincere and high esteem in which Dr. Hulburt was held at NRL as well as in the scientific community.



This award represents one of the highest local annual honors, which the NRL Commanding Officer can confer on an NRL civilian employee. It is granted in recognition of an outstanding scientific contribution for the preceding year, or sustained superior performance over a number of years.





# TRAINING NOTES

## **Personnel Operations Branch Training Information**

*Training Coordinator:* Cheryl Miller,  
Code: 1810

*Voice:* (202) 767-8323

*Fax:* (202) 767-8311

*Email:* [Cmiller@hro1.nrl.navy.mil](mailto:Cmiller@hro1.nrl.navy.mil)

*HRO Training Web Site:*

[http://amp.nrl.navy.mil/code1800/-  
TRNGMENU.HTM](http://amp.nrl.navy.mil/code1800/-TRNGMENU.HTM)

Employees are encouraged to develop their skills and continue to gain knowledge to enhance their job performance to better meet the needs of our organization as well as their own goals for growth. The Personnel Operations Branch of the NRL-HRO continues to support and provide traditional and alternative methods of training for employees. Training opportunities will continue to be advertised on the HRO web site, by email and in HRO Highlights. Comments, questions and suggestions are always welcomed and can be sent to Cheryl Miller.

## **ALTERNATIVE TRAINING**

### **Multi-Media Library and Computer Based Training (CBT)**

CSSD and HRO offer no cost CBT which is currently set up to run on Windows operating systems. This training will be available in the near future for MacIntosh or Unix systems. CSSD also provides a multi-media library (books, video, and CD-ROM) of training materials and course notes for your convenience. Please access their listing for further information at web site <http://snowshoe.nrl.navy.mil/scripts/training-library/item-listing.asp>

If you missed the introductory CBT class offerings and require assistance, please email Cheryl Miller. Courses include computer programming and other



software, business, financial, and management topics. A complete listing can be accessed from the training opportunities link provided on the HRO web site.

### **National Independent Study Center (NISC) Correspondence Training**

Self-study allows employees to learn at their own pace at any location. In addition, the course materials often become invaluable reference sources after completion of a course. NISC offers more than 50 courses in English and writing, supervision, financial and project management, mathematics and statistics, human resources management, general skills and other areas. Please call (303) 236-8525 or email them at [nisc@grad.usda.gov](mailto:nisc@grad.usda.gov). A catalog is available at the HRO.

### **Graduate School, USDA**

The government trainer, the Graduate School, USDA, has a professional, certified staff of trainers available for a variety of training. They are increasing their Information Technology staff in order to remain current with rapidly changing topics. For further information, please visit their web site at [www.grad.usda.gov](http://www.grad.usda.gov) or call (202) 479-4970. A catalog is available at the HRO.

In addition, they provide affordable, customized solutions to the challenges facing government managers in areas such as leadership, managing human capital; organizational change and knowledge management. For organizational development services, please call Gary Dzurec at (202) 314-3464 or visit [www.grad.usda.gov/programs\\_services/special/orgdev.cfm](http://www.grad.usda.gov/programs_services/special/orgdev.cfm).

### **Naval Financial Management Career Center (NFMCC)**

NFMCC conducts the Enhanced Defense Financial Management Course. This 5-day course, offered in the DC area and provided at no cost to individual or activity, is intended to improve the overall technical and managerial capabilities of the DoD financial management workforce. Please visit their web site for further information and course schedules at [www.nfmc.navy.mil/edfmc.htm](http://www.nfmc.navy.mil/edfmc.htm).



## Human Resources Office

### Human Resources Service Center, Capital Region (HRSC-CR)

The HRSC-CR presents courses at several sites including the Washington Navy Yard. Please visit their web site at [http://www.donhr.navy.mil/general-donhr\\_training.htm](http://www.donhr.navy.mil/general-donhr_training.htm). If you are interested in attending a course, please follow Generic Training Procedures, NRL NOTE 12410. A catalog is available at the HRO.

### Southern Maryland Hospital Center

The Southern Maryland Hospital Center offers free health seminars, workshops, support groups and on-going programs. For a calendar of programs, please call the Community Health Line at (301) 877-5700.



### PROGRAMS

#### Reminder: Long-Term Training Applications

Approved applications for long-term training are due to Code 1810 by February 1, 2001. Applications will not be accepted after that date. Please visit our website for program details. If you need further information, please call Lauren Bowie at (202) 767-8314.

### REGISTRATION AND PAYMENT PROCEDURES FOR TRAINING

Please follow procedures for registration as described in NRL NOTE 12410 of September 12, 2000.



- Submission of a DD-1556 or an In-House Nomination form is only a ***nomination to attend; you must receive a confirmation of course attendance before you are officially scheduled to attend the class of choice.***
- Include the employee's valid voice phone number, an email address for confirmation of registration, SSN, and employment level (i.e., NP-855-III) for entry into the employee's training record.
- The HRO is the point of contact for registration of NRL employees for these advertised courses. The Division, employee or cardholder should not contact the vendor directly.
- Nomination and cancellation deadlines will be strictly adhered to.
- Contractors and other Government personnel are eligible to attend HRO sponsored courses on a space available basis. If interested, they should call or email Cheryl Miller for further information.

### NRL TRAINING SCHEDULE

#### COURSE: LABVIEW, ADVANCED TOPICS

**Dates/Time/Location:** March 8-9, 2001;  
8:00 a.m. – 4:00 p.m.; Bldg. 72, Annex

**Registration Procedures:** See Technical Training Procedure, NRL NOTE 12410.

**Nomination/Cancellation Deadlines:** Nomination forms and cancellations must be received no later than close of business on March 22, 2001. Cancellations must be emailed to Cheryl Miller no later than close of business on March 22, 2001 or the employee's Division will be charged the per person no-show fee of \$600.00.



**Vendor:** Durite Duplicating, Interfacing Concepts, 5402 Middle Fiskville Road, Austin, TX 78751; Vendor Source 80-795-2734.

**Description:** LABVIEW is the top language of choice now for data acquisition and control applications. Mr. Don Jordan presents this training course for LABVIEW users in a hands-on format to give employees the technical information they need to know quickly so that they can move ahead rapidly to apply the knowledge gained to their work.

#### COURSE: C LANGUAGE JUMP-START WITH IEEE-488 AND RS-232

**Dates/Time/Location:** March 12-14, 2001;  
8:00 a.m. – 4:00 p.m.; Bldg. 72, Annex

**Registration Procedures:** See Technical Training Procedure, NRL NOTE 12410.

**Nomination/Cancellation Deadlines:** Nomination forms and cancellations must be received no later than close of business on March 26, 2001. Cancellations must be emailed to Cheryl Miller no later than close of business on March 22, 2001 or the employee's division will be charged the per person no-show fee of \$860.00.

**Vendor:** Durite Duplicating, Interfacing Concepts, 5402 Middle Fiskville Road, Austin, TX 78751; Vendor Source 80-795-2734.

**Description:** C Language is the second language of choice now for data acquisition and control applications. Mr. Don Jordan presents this training course for LABVIEW users in a hands-on format to give

employees the technical information they need to know quickly so that they can move ahead rapidly to apply the knowledge gained to their work. They will learn how to apply C Language to the IEEE-488 and RS-232.

### **COURSE: CONTRACTING AT NRL: THE PRE-AWARD PHASE**

**Dates/Time/Location at NRL-DC:** January 24-26, 2001; 8:00 a.m. – 3:00 p.m.; Bldg. 72, Rm. 120

**Dates/Time/Location at NRL-SSC:** January 9-11, 2001; 8:00 a.m. – 3:00 p.m.; Location to be determined

**Registration Procedures:** See Management Training, NRL NOTE 12410.

**Nomination/Cancellation Deadlines:** Nomination forms for **NRL-DC** must be received no later than January 10, 2001; **NRL-SSC**: no later than December 15, 2000. Cancellations for **NRL-DC** must be emailed to Cheryl Miller no later than close of business on January 10, 2001; **NRL-SSC**: no later than December 15, 2000 or the employee's Division will be charged the per person no-show fee of \$200.00.

**Description:** Program personnel serving as technical contracting representatives and others in positions related to contracting are eligible to attend. It is strongly urged that all NRL CORs take this course prior to the required COR course. (Completion of this course meets the annual COR refresher-training requirement.) Mr. Giancola of Procurement Training Associates will be the instructor. This three-day course covers the acquisition process from identification of the requirement through the contract award. It is designed for program officers, requisitioners, CORs and other NRL employees who need to utilize the contracting process to achieve program objectives. Topics include, contracts, grants, interagency and cooperative agreements, Broad Agency Announcements, Small Business Innovation Research, Statements of Work, specifications, preparation of Procurement Information Processing System procurement request package, technical evaluation plan, and competitive and non-competitive (sole-source) selection procedures. Numerous practical exercises and work samples will be included.



### **COURSE: EXCEL WITH VISUAL BASICS FOR SCIENTISTS & ENGINEERS**

**Dates/Time/Location:** January 29-31, 2001; 8:00 a.m.-4:00 p.m.; Bldg. 72, Rm. 120

**Registration Procedures:** See Technical Training Procedure, NRL NOTE 12410.



**Nomination/Cancellation Deadlines:** Nomination forms must be received no later than January 12, 2001. Cancellations must be emailed to Cheryl Miller no later than close of business on January 12, 2001 or the employee's division will be charged the per person no-show fee of \$395.00.

**Cost/Vendor:** All StarTechnical, 3403 Hartwell Court, Falls Church, VA 22042; Vendor Source #C9-000-1351; \$395.00 per person

**Description:** Visual Basic and Excel - levels 1 and 2 or commensurate level of experience is required. The student will learn to: make a macro perform simple and complex tasks; explore and use Excel's object library, including range objects, graphical objects, and PivotTable objects; extend Microsoft Excel and Visual Basic; launch macros with events; use dialog box controls on a worksheet; and create custom forms.

### **COURSE: EXCEL FOR SCIENTISTS AND ENGINEERS**

**Dates/Time/Location:** February 1-2, 2001; 8:00 a.m.-4:00 p.m.; Bldg. 72, Rm. 120

**Registration Procedures:** See Technical Training Procedure, NRL NOTE 12410.

**Nomination/Cancellation Deadlines:** Nomination forms must be received no later than January 16, 2001. Cancellations must be emailed to Cheryl Miller no later than close of business on January 16, 2001 or the employee's division will be charged the per person no-show fee of \$395.00.



**Cost/Vendor:** All StarTechnical, 3403 Hartwell Court, Falls Church, VA 22042; Vendor Source #C9-000-1351; \$395.00 per person

**Description:** Excel - levels 1 and 2 are required. In this course the student will learn to: review graphing basics, use log and dB axes, and create polar charts; Write formulas with trigonometric and hyperbolic functions; perform numerical differentiation and integration, including moving averages; and use functions to perform matrix algebra and complex mathematics.



### COURSE: INTRODUCTION TO JAVA

**Dates/Time/Location:** February 5-9, 2001;  
8:00 a.m. – 4:00 p.m.; Bldg. 72, Annex  
Training Room

**Registration Procedures:** See Technical  
Training Procedure, NRL NOTE 12410.



**Nomination/Cancellation Deadlines:** Nomination forms must be received no later than January 22, 2001. Cancellations must be emailed to Cheryl Miller no later than close of business on January 22, 2001 or the employee's division will be charged the per person no-show fee of \$900.00.

**Vendor:** ITDC, 4680 Parkway Drive, Suite 105,  
Cincinnati, OH 45040; Vendor Source 11-623-1697.

**Description:** This course is intended for the student new to JAVA. It covers basic concepts and introduces the student to GUI event driven programming. To gain the most from this course, you should have prior experience in C++ or some other object-oriented programming language, a working knowledge of operating systems basics and be comfortable using text editors. The student will learn the fundamentals of JAVA; write, compile, and execute JAVA applets and programs; and build applications using JAVA's object-oriented features.

### COURSE: EFFECTIVE MANAGERIAL BRIEFING AND PRESENTATION TECHNIQUES

**Dates/Time/Location:** RESCHEDULED TO February  
21-23, 2001; 8:30 a.m. – 4:00 p.m.; Bldg. 72, Rm. 120

**Registration Procedures:** See Management Training,  
NRL NOTE 12410.

**Nomination/Cancellation Deadlines:** Nomination forms must be received no later than February 2, 2001. Cancellations must be emailed to Cheryl Miller no later than close of business on February 2, 2001 or the employee's Division will be charged the per person no-show fee of \$150.00.



**Description:** Are you prepared to present decisive planning and leadership? Preparing data for a briefing is only half of the problem; presentation is the other and most important. Presentations are one of the first managerial skills that a junior professional must acquire. In managing any project, presentations or briefings are used as a formal method for bringing people together to propose, plan, monitor and/or review progress. But, it puts you on display and opens the topic up for discussion and questions. Don't forget that your audience is busy; you must learn how to grab their

attention and keep it without falling into the trap of presentation distractions. You must be able to capture and hold the attention of your audience in order to persuade them of the merits of your presentation and leave them with a thorough understanding. This course is designed for supervisors, project managers, or branch chiefs in the scientific or research areas at NRL. Other employees may attend on a space available basis. If you want to speak with greater confidence, project greater poise in delivery techniques, deliver a clear and focused presentation, and much more – then this workshop is for you!! Utilizing videotaping with playback and participant activities combined with training manuals, this workshop prepares speakers at all levels of an organization to make presentations with effectiveness from any platform.

### COURSE: ADVANCED EXCEL FOR SCIENTISTS AND ENGINEERS

**Dates/Time/Location:** March 1-2, 2001;  
8:00 a.m.-4:00 p.m.; Bldg. 72, Rm. 120



**Registration Procedures:** See Technical Training  
Procedure, NRL NOTE 12410.

**Nomination/Cancellation Deadlines:** Nomination forms must be received no later than February 14, 2001. Cancellations must be emailed to Cheryl Miller no later than close of business of February 14, 2001 or the employee's Division will be charged the per person no-show fee of \$395.00.

**Cost/Vendor:** All StarTechnical, 3403 Hartwell Court,  
Falls Church, VA 22042; Vendor Source #C9-000-1351;  
\$395.00 per person

**Description:** Excel - levels 1 and 2 are required. In this course the student will learn to: Customize toolbars and create styles and templates; Create nested and decision making formulas; Analyze worksheet data by creating pivot tables; Compare and contrast workbook files and file links; Outline and consolidate worksheets; Analyze worksheet data by using the Solver and Scenario Manager; Display and protect worksheet data by locking cells; and Record and modify macros by using the Visual Basic Editor.



## COURSE: SITUATIONAL LEADERSHIP

**Dates/Time/Location:** March 19 – 20, 2001;  
8:00 a.m. – 4:00 p.m.; Bldg. 72, Rm. 120

**Registration Procedures:** See Management Training,  
NRL NOTE 12410.

**Eligibility:** THIS COURSE IS REQUIRED FOR ALL  
NEW SUPERVISORS AND MANAGERS. Employees in  
Level III or above of any Career Track are encouraged to  
attend.

### Nomination/Cancellation Deadlines:

Nomination forms must be received no  
later than March 2, 2001. Cancellations  
must be emailed to Cheryl Miller no later  
than close of business on March 2, 2001  
or the employee's Division will be  
charged the per person no-show fee of  
\$900.00.



**Description:** Situational Leadership is a model for  
developing people and a way for leaders to help their  
employees become self-reliant achievers. It is a strategy  
for releasing energy and creativity in the organization  
and for aligning individual and organizational goals. To  
be truly effective, a leader must adapt their style to the  
skills and commitment of the people they want to  
influence. For an employee to achieve results, managers  
must be able to provide them with varying individualized  
levels of direction and encouragement. This workshop is  
designed to teach supervisors and managers to  
diagnose the needs of an individual or group, to become  
flexible and responsive to the needs of employees, and  
to apply the leadership style that would be most  
productive. By developing people, managing change and  
diversity, Situational Leaders bring a positive climate to  
their organization, which tends to increase morale and  
reduce job stress. By opening lines of communication,  
increasing skill development, motivation and confidence,  
managers and employees will feel empowered,  
knowledgeable, adaptable, and responsive to new  
challenges.

Name That Food	
Match these prepared foods to the following combinations of ingredients:	
<ol style="list-style-type: none"> <li>1. Tomato concentrate, distilled vinegar, high fructose corn syrup, salt, onion powder, and spice.</li> <li>2. Unbleached enriched wheat flour, water, high fructose corn syrup, partially hydrogenated soybean oil, yeast, salt, mono- and diglycerides, honey, wheat gluten, calcium propionate, and soy lecithin.</li> <li>3. Grapes, corn syrup, high fructose corn syrup, fruit pectin, citric acid, and sodium citrate.</li> <li>4. Soybean oil, whole eggs, vinegar, water, egg yolks, salt, sugar, lemon juice, and calcium disodium.</li> <li>5. Roasted peanuts, sugar, partially hydrogenated vegetable oils, and salt.</li> <li>6. Liquid corn oil, partially hydrogenated corn oil, whey, salt, emulsifiers, sodium benzoate, beta-carotene, vitamin A palmitate, and vitamin D.</li> <li>7. Cream, skim milk, sugar, egg yolk, and vanilla.</li> <li>8. Soybean oil, water, vinegar, sugar, high fructose corn syrup, tomato paste, salt, mustard flour, dehydrated onion, oleoresin paprika, xanthan gum, algin derivative, and calcium disodium.</li> <li>9. Cultured milk, salt, enzymes, water, milk fat, sodium phosphate, sorbic acid, annatto, and oleoresin paprika.</li> <li>10. Beef, cooked cured beef, rehydrated potatoes, water, salt, sugar, and sodium nitrite.</li> </ol>	<ol style="list-style-type: none"> <li>A. Mayonnaise</li> <li>B. Grape jelly</li> <li>C. White bread</li> <li>D. Margarine</li> <li>E. Catsup/Ketchup</li> <li>F. Peanut butter</li> <li>G. Vanilla ice cream</li> <li>H. Corned-beef hash</li> <li>I. American cheese</li> <li>J. French salad dressing</li> </ol>

ANSWER KEY: 1E; 2C; 3B; 4A; 5F; 6D; 7G; 8J; 9I; 10H

# SEASONS' GREETINGS

FROM THE NRL HUMAN RESOURCES OFFICE





